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**S U M M I T**

**TECHNICAL RESOURCES, INC.**

**PROPOSAL  
for  
COMMUNITY RELATIONS SUPPORT  
VASQUEZ BOULEVARD/INTERSTATE I70 SUPERFUND SITE**

**March 24, 2003**

Prepared by:

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SUMMIT Technical Resources, Inc. (SUMMIT) has prepared this proposal in response to the United States Environmental Protection Agency Region VIII (EPA) Request for Quotation RFQ-CO-03-0009 and attached Statement of Work entitled *Environmental Advisory Services, Proposed Plan Community Relations Support, USEPA Region 8, Vasquez Boulevard/Interstate 70 Superfund Site, Denver, Colorado*. to provide community relations support to assist EPA in preparing for and during the public comment period associated with the proposed clean up plan for Operable Unit 1 (OU-1) at the Vasquez Boulevard/Interstate 70 (VB/I70) Superfund Site.

#### **SUMMIT TECHNICAL RESOURCES, INC.**

SUMMIT Technical Resources, Inc. (SUMMIT) is a Colorado corporation based in Denver, Colorado. SUMMIT is a participant in the Small Business Administration's 8(a) program, and was founded in 1999 to provide high-quality, personalized services to clients by retaining competent professionals dedicated to responsiveness and client satisfaction. Environmental Restoration (ER) is the core of SUMMIT's consulting services, representing over 80% of our contract backlog. Each of SUMMIT's staff has 10 to 20 years of hands on experience on Superfund, RCRA Corrective Action, Voluntary Corrective Action, mine reclamation, and petroleum product release sites. SUMMIT is experienced in every facet of ER, from site characterizations and risk assessments to remedial design and construction. SUMMIT's ER services include:

- ▲ (RCRA Facility Investigations/Remedial Investigations
- ▲ Statistical analysis (contaminant identification and cleanup goal compliance)
- ▲ Graphical display of hydrogeologic and chemical data
- ▲ Hydrologic modeling, including contaminant fate and transport
- ▲ ARAR determinations
- ▲ Human health risk assessments
- ▲ Interim Measure/Interim Remedial Action Plans and Proposed Action Memoranda
- ▲ Corrective Measure Studies/Feasibility Studies
- ▲ Remedial Designs
- ▲ Corrective Action Decision/Record of Decision
- ▲ Construction management during remediation
- ▲ RCRA and CERCLA regulatory compliance analysis
- ▲ Litigation support
- ▲ Community relations support

#### **TECHNICAL APPROACH**

SUMMIT is proposing to provide EPA with community relations support that will disseminate amongst the stakeholders the Proposed Plan (PP) and Record of Decision (ROD) for the Vasquez Boulevard/Interstate 70 (VB/I70) Superfund Site. SUMMIT will translate these documents into Spanish, distribute them to the stakeholders (English and Spanish translation), advertise for public meetings, make all arrangements for the public meetings, and provide translation services during the meetings. SUMMIT's technical approach is described below.

##### **Task 1 – Scoping Meeting**

SUMMIT will initially meet with EPA to ensure that the scope of work and schedule is well defined, and that SUMMIT has all necessary information from EPA to perform the work.

##### **Task 2 – Translation, Publication and Distribution of the PP Fact Sheet**

EPA has added a sixth alternative to the PP that was released in 2002. SUMMIT will provide the following services under Task 2:

- a) Edit and format the PP Fact Sheet that includes the 6<sup>th</sup> alternative.
- b) Provide all required graphics.



- c) Translate the Fact Sheet into Spanish.
- d) Produce 5000 copies of both the English and Spanish Fact Sheet. The Fact Sheet will be 6-two sided pages , 8 1/2 x 11, stapled, and in black and white format with some simple graphics (map).
- e) Place both the English and Spanish Fact Sheet into a single envelope.
- f) Create and apply mailing labels from an electronic mailing list provided by EPA. Pre-sort the mail and provide to EPA for mailing.

#### **Task 3 – Provide Arrangements for PP Public Meetings**

SUMMIT will provide all arrangements for two public meetings to be hosted by EPA. The meetings will be held at either Harrington Elementary School, Swansen Recreation Center, or St. Charles Recreation Center. Attendance is assumed to be approximately 100. For these meetings, SUMMIT will:

- a) Rent the space.
- b) Advertise in either the Denver Post or Rocky Mountain News as wells as in the Spanish publications, El Seminario and La Voz. The advertisement will be provided by EPA, and SUMMIT will translate it into Spanish for the two Spanish publications. The advertisement will be a display type, approximately 4 x 5 inches, and be presented in a main section of the paper (not sports or classified). The advertisement will be printed in black and white and will appear for one day on a weekend.
- c) Provide a screen, slide projector, microphones and speakers as well as a sound proof booth and 50 head sets
- d) Provide four translators, two in the sound proof booth providing simultaneous translation of English into Spanish for those using the head sets; and two in the audience providing consecutive translation of questions from Spanish into English. Contrary to the SOW, we are proposing two interpreters for the simultaneous translation because use of a single interpreter does not meet general interpreting standards, and the quality of the interpretation would suffer. While one of the interpreters is providing simultaneous translation, the other is checking the interpretation. During the course of two hours, they will frequently change roles. These interpreters as well as the interpreters providing consecutive translation are only provided on a daily rate.
- e) Provide a court reporter and a transcript of the meeting in English.
- f) Provide 6 posters, 24 x 35 inches, with color, showing key components of the six alternatives.

#### **Task 4 – ROD Support**

SUMMIT will provide technical support in preparing the ROD and make arrangements for briefing the public. Specifically, SUMMIT will:

- a) Advertise for the meeting on the ROD as described for the PP in Task 3b above.
- b) Summarize all comments received on the PP (assume 100 comments).
- c) Assist EPA in preparing the ROD, particularly in consideration of the comments received.

#### **SCHEDULE**

The schedule for completion of the above tasks will be defined in the scoping meeting. However, it is understood that all of the tasks must be completed by September 30, 2003.

#### **QUALIFICATIONS**

SUMMIT's qualifications to perform this work are demonstrated by the experience of the key SUMMIT personnel and subcontractors that are proposed to support EPA. The key personnel and their roles on the project are as follows:



Dr. Michael Anderson, P.E. – Corporate Sponsor and Technical Advisor  
Mr. Mark Ruthven – Project Manager  
Ms. Misti Ruthven – Community Relations Specialist  
Mr. Javier Diaz – English – Spanish Translator (for the PP)  
Ms. Karen Griggs – Graphics and Production Support

Brief thumbnail biographical sketches of these key personnel are shown below. Resumes are provided in Attachment 2.

**Michael Anderson, Ph.D., P.E.** Dr. Anderson received his Ph.D. from MIT in Civil and Environmental Engineering, and is a Registered Professional Engineer in the State of Colorado with over 20 years of RCRA and CERCLA experience. Dr. Anderson has been the Project Director for many RI/RI and CMS/FS projects including ones for the Rocky Flats Environmental Technology Site (RFETS), the American Barrel Site in Salt Lake City, the Hewlett Packard Loveland Site, and the Phillips Borger Refinery. Dr. Anderson is currently managing the preparation of the Site-Wide RI/FS and Comprehensive Risk Assessment for RFETS. Dr. Anderson prepared the ROD for the Marshall Landfill Site and supported EPA Region 8 in the preparation of the ROD for the American Barrel Site. Dr. Anderson is adept at public speaking and has recently provided technical presentations at public meetings for the RFETS' RI/FS.

**Mark Ruthven** Mr. Ruthven has an M.S. in Engineering and Technology Management with over 5 years of experience in environmental restoration. His project management skills emphasize client relations, fiscal plans and milestone achievements in new technology research and analysis. As a communications specialist, he facilitates information exchange between government, private and academic institutions, particularly in the areas of waste-management, environmental restoration, D&D, and special nuclear material management.

**Misti Ruthven** Ms. Ruthven has a B.A. in Mass Communications with emphases in public relations, journalism and broadcasting. With more than six years of experience in graphic design, print production, event planning, writing and editing, she has organized public events for officials such as, U.S. Secretary of the Interior Gale Norton and U.S. Senator Wayne Allard. As the associate director for marketing communications at Colorado School of Mines, she edited an international technical newsletter, wrote for a quarterly magazine with a distribution of 25,000, and designed and produced marketing materials for an external visibility campaign.

**Javier Diaz** Mr. Diaz has a B.E. in the specialties of Electrical Engineering and Energy Management from the Polytechnic University of Madrid (Spain), and a MSc. in Engineering and Technology Management from the Colorado School of Mines (specialties of Quantitative Decision Methods/Operations Research, and Strategy and Organization). Mr. Diaz brings more than five years of experience in engineering projects and environmental studies related to human labor at the Madrid School of Mines (department of Projects of Engineering), working within the framework of EPA normatives, and translating those normatives into Spanish.

**Karen Griggs** Ms. Griggs has fifteen years of experience rendering technical schematics, creative illustrations, and marketing materials for private, government, and nonprofit organizations. She specializes in graphic design, desktop publishing, technical illustration, and print production using both the Macintosh and IBM PC platforms. Ms. Griggs is also skilled in creative, technical, and investigative journalism with a high level of proficiency demonstrated in technical editing of project materials including scientific manuals, formal papers, research reports, and proposals. Ms. Griggs has 5 years experience in meeting and non-profit organization management. She promoted and increased organization membership; edited and produced direct mail collateral; designed, investigated, wrote, and edited the trade newsletter; organized national meeting and conventions; and marketed the organization's interests to win advertiser sponsorship.



SUMMIT is proposing to subcontract the translation and court reporting work at the public hearings to professional services companies because of the importance of accurate translation and recording of the events for the public record. All Language Alliance (ALA) is proposed for the translation services and Esquire Deposition Services for the court reporter. ALA has a long and successful track record providing translation services to private and public companies in Latin American countries, and Esquire has provided court reporters for DOE Rocky Flats Field Office (RFFO) sponsored public meetings. DOE RFFO has been very pleased with Esquire's services.

**All Language Alliance** All Language Alliance, Inc. ([www.languagealliance.com](http://www.languagealliance.com)) is a small woman-owned concern that was founded in 1993. They pride themselves on providing quality translation services to their clients and on their commitment to each client's business success. They provide simultaneous and consecutive interpreters for professional conferences, business meetings, workshops, seminars and court proceedings. Many of the translators that they utilize are accredited members of the American Translators Association. In addition to being linguists, some of them are professionally qualified in specific disciplines, such as aerospace, biochemistry and chemistry, hardware and software, electrical engineering and electronics, finance, law, physics and telecommunications. ALA has performed mission-critical translations for projects such as: Risk Management in Mexico; Arbitration in the Dominican Republic; Arbitration in Venezuela; High level translations of opinions by Brazilian jurists, to assist a client U.S. law firm in litigation in Brazil; the Bolivia-Brazil Gas Pipeline; the Privatization of Brazilian Utilities; Biddings for Power Plants in El Salvador, Guatemala, Honduras, Nicaragua, Panama and the Dominican Republic; telecommunications projects in Bolivia, Brazil, Paraguay and Honduras; and the Privatization of Bolivian Utilities.

**Esquire Deposition Services** Esquire Deposition Services in Denver, Colorado, formerly known as Hyatt Court Reporting & Video, has been serving the Denver metropolitan area since 1967. By maintaining the high standards set by its predecessor, Esquire Deposition Services continues to provide the highest quality professional services to the Denver legal community. Using the latest technology, their office staff can produce transcripts in a variety of formats and deliver it by the client's preferred method. Their experienced, certified court reporters are among the best in the profession, the majority of them having been with the firm for ten-plus years.

#### **ESTIMATED COSTS**

SUMMIT's estimated costs to perform the scope of work are shown in Attachment 1.



**ATTACHMENT 1**  
**ESTIMATED COSTS**



**ATTACHMENT 2**  
**RESUMES OF KEY PERSONNEL**



### **Cost Summary**

Task 1	\$1,250.07
Task 2	\$11,770.55
Task 3	\$28,532.92
Task 4	<u>\$13,425.70</u>
Grand Total	<u>\$54,979.24</u>

**Task 1****Subtask 1. Meetings**

<b>Personnel</b>	<b>Rate</b>	<b>Hours</b>	<b>Cost</b>
Mike Anderson	\$104.52	4.00	\$418.08
Mark Ruthven	\$67.64	4.00	\$270.55
Misti Ruthven	\$66.40	4.00	\$265.60
Javier Diaz	\$66.40	4.00	\$265.60
Subtotal			<u>\$1,219.83</u>

<b>Other Direct Costs</b>	<b>Unit Cost</b>	<b>Units</b>	<b>Cost</b>
Parking			\$12.00
Mileage	\$0.35	80	\$28.00
Subtotal			<u>\$28.00</u>
Fee (8%)			<u>2.24</u>
Subtotal w/ Fee			<u>\$30.24</u>

<b>Task 1 Total</b>	<b>\$1,250.07</b>
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## Task 2

### Subtask 1. Project Management

Personnel	Rate	Hours	Cost
Mike Anderson	\$104.52	1	\$104.52
Mark Ruthven	\$67.64	4	\$270.55
Subtotal			\$270.55

### Subtask 2. Fact Sheet Translation and Production

Personnel	Rate	Hours	Cost
Javier Diaz	\$66.40	60	\$3,984.00
Misti Ruthven	\$66.40	40	\$2,656.00
			\$6,640.00 ✓

Other Direct Costs	Unit/Cost	Units	Cost
*Fact sheet packet cost (all inclusive)	\$0.45	10,000	\$4,500.00 ✓
Subtotal			\$4,500.00
Fee (8%)			\$360.00
Subtotal w/ Fee			\$4,860.00

<b>Task 2 Total</b>	<b>\$11,770.55</b>
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\* - Price includes printing, collating, stapling, folding, envelope, labeling and sealing fees per "packet".

### Task 3

#### Subtask 1. Project Management

Personnel	Rate	Hours	Cost
Mark Ruthven	\$67.64	26	\$1,758.55
Subtotal			\$1,758.55

#### Subtask 2. Logistics and Poster Preparation

Personnel	Rate	Hours	Cost
Misti Ruthven	\$66.40	80	\$5,312.00
Karen Griggs	\$42.00	40	\$1,679.92
Subtotal			\$6,991.92

#### Subtask 3. Public Meeting Attendance

Personnel	Rate	Hours	Cost
Mike Anderson	\$104.52	8	\$836.16
Mark Ruthven	\$67.64	8	\$541.09
Misti Ruthven	\$66.40	8	\$531.20
Subtotal			\$1,908.45

Other Direct Costs	Unit/Cost	Units	Cost
Miscellaneous Supplies			\$700.00 ✓
Meeting Room Rental			\$1,000.00 ✓
Meeting Room Equipment			\$1,800.00 ✓
Set Up/Tear Down Support			\$1,800.00 ✓
Court Reporter			\$2,200.00 1500
Interpretors			\$5,500.00 3000
Advertising			\$3,550.00 2000
Subtotal			\$16,550.00
Fee (8%)			\$1,324.00
Subtotal w/ Fee			\$17,874.00

<b>Task 2 Total</b>	<b>\$28,532.92</b>
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\* - Price includes printing, collating, stapling, folding, envelope, labeling and sealing fees per "packet".

#### Task 4

##### Subtask 1. Project Management

Personnel	Rate	Hours	Cost
Mark Ruthven	\$67.64	8	\$541.09
Subtotal			\$541.09

##### Subtask 2. Summarize Comments

Personnel	Rate	Hours	Cost
Karen Griggs	\$42.00	40	\$1,679.92
Mike Anderson	\$104.52	4	\$418.08
Mark Ruthven	\$67.64	4	\$270.55
Subtotal			\$2,368.55

##### Subtask 3. Support ROD Preparation

Personnel	Rate	Hours	Cost
Karen Griggs	\$42.00	40	\$1,679.92
Mike Anderson	\$104.52	40	\$4,180.80
Mark Ruthven	\$67.64	4	\$270.55
Subtotal			\$6,131.27

Other Direct Costs	Unit/Cost	Units	Cost
Miscellaneous Supplies			\$500.00✓
Copies/Page	\$0.10	100	\$10.00✓
Advertizing			<del>\$3,550.00</del>
Subtotal			\$4,060.00
Fee (8%)			\$324.80
Subtotal w/ Fee			\$4,384.80

<b>Task 3 Total</b>	<b>\$13,425.70</b>
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